



DEPARTMENT OF CORPORATIONS

ARNOLD SCHWARZENEGGER, Governor

Dale E. Bonner, Agency Secretary
Preston DuFauchard, California Corporations Commissioner

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM

COMPETITION LIMITED TO DEPT OF CORPORATIONS EMPLOYEES

This is a transfer examination for the Department of Corporations (DOC). Competition is limited to employees of the DOC who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfers.

HOW TO APPLY

You must complete the SSA Transfer Exam Request form available on-line or at the Human Resources Office. The form must be filed in person or by mail with the Department of Corporations, Attn: Human Resources Office, 1515 K Street, Suite 200, Sacramento, CA 95814, telephone (916) 324-6271.

DO NOT SUBMIT THE FORM TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Transfer Exam Request form. You will be contacted about specific arrangements.

SALARY RANGE: Range A - \$2817 - \$3426
Range B - \$3050 - \$3708
Range C - \$3658 - \$4446

FINAL FILING DATE: Applications will be accepted continuously.

WRITTEN TEST DATE

Written tests will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five working days before their scheduled date.

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION

It is your responsibility to ensure that you meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request form. Appropriateness of lateral transfer into the SSA class will be determined upon receipt of the completed form.

EXAMINATION INFORMATION

WRITTEN WEIGHTED PASS/FAIL

This examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite.

WRITTEN TEST SCOPE

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

QUESTIONS

Questions regarding the SSA transfer exam policy can be addressed to mmendoza@corp.ca.gov.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Services Unit of the Department of Corporations, (916) 445-6351 three days prior to the written test date if they have not received their notice.

The State Personnel Board reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned change. Such revision(s) will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualification appraisal interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device. California Relay (Telephone) service for the deaf or hearing-impaired:
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922
Or 711

STAFF SERVICES ANALYST (GENERAL)
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FINAL FILING DATE: CONTINUOUS